. Xgenda ver 0 lle <u>E</u> dit <u>A</u> ction	.2, build 33 <u>S</u> ettings <u>T</u> ools <u>H</u> elp		and the state of the			
Xgenda	a   Group Cost Sa	vings Meeting	Project: A Project Location: Conferen Date: October Time: 3:30pm to	ice Room 12, 2000		
PURPOSE	well as a current hablity re deal with returns and it is storing and tranferring ce non-complienace with ou some of their testing equi	garding escapes and d being backed up becar rtain tag-items back to r three-step program ar ptment and logistic arr	cate that Quality Control is a letays. Our shipping departm use it doesn't have a process QC. QC has been reprimande id since then it has been brou angements need to be fixed o dem and it doesn't give a solu	ent is hav for accep d for agh up the r replaced	ing to ting, at I.	
PEOPLE	Name	Role	Reason for Attending			
	Rod Feldsman	Leader	Responsible for budget.			
	Betty Strictland	Recorder	Accurate notes			
	Laura Freimd	Participant	Responsible for making sure project is on track financially			
TASK		Owner	Due Date		%	
Prepare project plan develop major mulestones and deliverables		RodFeldsman	Prepare for 1st Meet	Prepare for 1st Meeting		
TOPIC		Presenter	Туре	Time	%	
Review Agen understands	da so that each attendee the xgenda	Rod Feldsman	Informative	5 min	Appropriate and additional and	
Breakup into groups, and sort each category by importance		Betty Strictland	Group Discussion	2 hr	-   -   -   -	
		Million and the second		2 hr, 5 min		

Fig 2

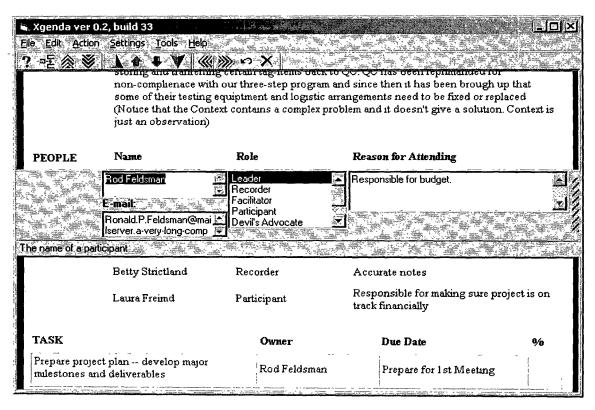


Fig 3

► Xgenda ver 0.2	2, build 33 Settings Tools Help			Carrier Land	· John
Company of the second s	some of their testing equ (Notice that the Context just an observation).	> ♥ X   Liptment and logi	stic arrangemer		
PEOPLE	Name	Role	Reaso	on for Attending	
	Rod Feldsman	Leader	Respo	onsible for budget.	
	E-mail:	Leader Recorder Facilitator Participant Devil's Advocate	Accura	ale notes	
	Laura Freund	Participant	-	onsible for making sure pfinancially	project is on
TASK		Owner		Due Date	9⁄0
Prepare project milestones and	t plan develop major I deliverables	Rod Felds	man	Prepare for 1st Meeting	
TOPIC	The second secon	Dwassin		T	Tiwa Ok

Fig 4

		some of their testing equiptment and logistic arrangements need to be fixed or replaced. (Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation)					
PEOPLE	Name	Role	Reason for Attending				
	Rod Feldsman	Leader	Responsible for budget.				
	Betttt Sinciland	Recorder, Devil's Advocate	Accurate notes				
	Laura Freimd	Participant	Responsible for making sure project is on track financially				
TASK		Owner	Due Date		%		
	ect plan develop major nd deliverables	Rod Feldsman	Prepare for 1st Meeting				
TOPIC		Presenter	Туре	Time	0∕0		
Review Ager understands	nda so that each attendee the xgenda	Rod Feldsman	Informative	5 min			
Breakup into	groups, and sort each catego	Betty Strictland	Group Discussion	2 hr	E para discussione		

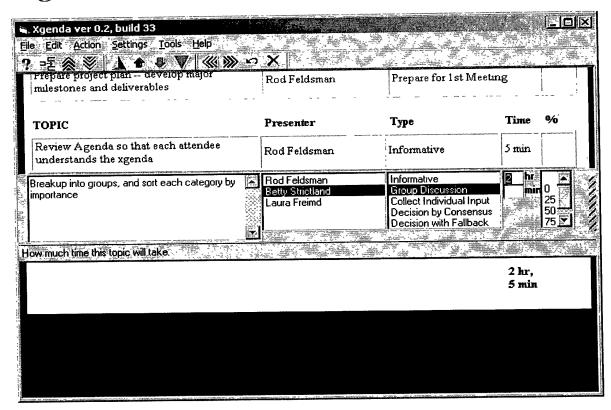


Fig 6

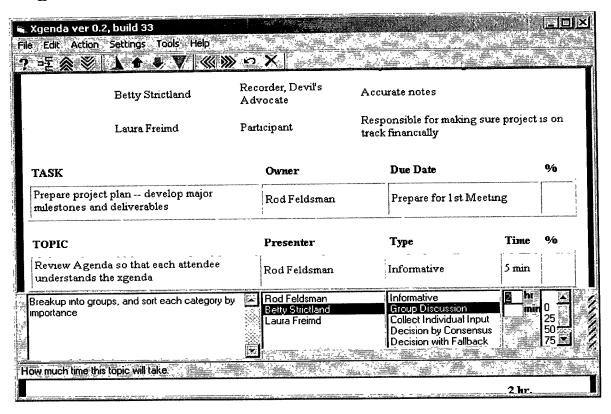
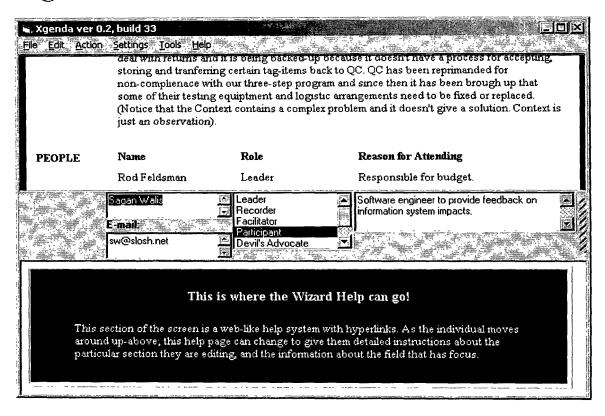


Fig 7

🛶 Xgenda ver 0.2,	, build 33			
File Edit Action	storing and tranferring	g certain tag-items bac our three-step progre continuent and logistic	pecause it doesn't have a process for acce isk to QC. QC has been reprimanded for am and since then it has been brough up the ic arrangements need to be fixed or replace to problem and it doesn't give a solution. Co	hat ed.
PEOPLE	Name	Role	Reason for Attending	
	Rod Feldsman	Leader	Responsible for budget	
	Sagan Walis	Leader Recorder	Software engineer to provide feedback information system impacts.	on 🔼
	E- <b>mail:</b> sw@slosh.net	Facilitator Participant Devil's Advocate		<b>44</b>
	Betty Strictland	Recorder	Accurate notes	· ·
	Helm Digsman		Responsible for success of projec	
	Laura Freimd	Participant	Responsible for making sure proje track financially	et is on
TASK		Owner	Due Date	%
Prepare projec	t plan develop major	Rod Felden	Prenera for 1 ct Masting	

Fig 8



Xgenda ver 0.2, build 33 e Edit Action Settings Tools Help				
- E     <b>                                </b>	X			
milestones and deliverables	Rod Feldsman	Prepare for 1st Meetir	ıg	
Get lunch for next meeting from Indizza at 12:30	Betty Strictland	Pre-meeting Task	an on this one	
Tablulate preliminary income statement using budget program	Sagan Walis, Helm Digsman	10 OCT 2000	***************************************	
торіс	Presenter	Туре	Тіте	9⁄0
Review Agenda so that each attendee understands the xgenda	Rod Feldsman Sagan Walis Betly Strictland Helm Digsman Laura Freimd	Informative Group Discussion Collect Individual Input Decision by Consensus Decision with Fallback	ar 5 mir	0 25 N M
Brainstorm on cost savings, listing each opportunity	Rod Feldsman	Group Discussion	2 hr, 15 min	The state of the s
Sort categories by importance	Rod Feldsman	Informative	15 min	
Organize cost savings brainstorm list into categories	Rod Feldsman	Group Discussion		
	Sagan Walis, Betty	P	- i	r

